

MINUTES OF THE VENETA CITY COUNCIL

April 13, 2009

Council
Present: Mayor Sharon Hobart-Hardin, Marion Esty, and Sandra Larson

Absent: Darrell Carman and T. J. Brooker

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Sheryl Hackett, City Recorder; Brian Issa, Community Services Director; Kyle Schauer, Public Works Superintendent; Zac Moody, Assistant Planner; Jerry Elliott, City Engineer; John & Judith Abde; Wayne & Rosemarie Wymore; Pat Coy; Sandy Carston; Mary Joe Wade; and Katherine Amber

Mayor Hobart-Hardin called the City Council to order at 7:02 p.m.

1. PUBLIC COMMENT

Judith Abde; 23866 Suttle Road; Elmira, Oregon

Mrs. Abde said she and her husband were here to support their friend Rosemarie Wymore who has been working to clean up her property. She said they have pictures that show the Wymore's have been working hard and have made a lot of progress.

Rosemarie Wymore; 25311 Hunter Road; Veneta, Oregon

Ms. Wymore said she has been working hard to fulfill the requirements of the City but the extension she was given was over the winter months when it was difficult for her to get outside to clean. She said she requested photographs taken by the City but believed the ones she was given were outdated.

Wayne Wymore; 25311 Hunter Road; Veneta, Oregon

Mr. Wymore said he feels they have cleaned the areas they have been asked to clean but each time the City comes back they are asked to clean up something else. He said they have worked long hours to get everything taken care of but he feels they have been given a moving target. He presented the Council with photographs to show the progress they have made.

2. CONSENT AGENDA

MOTION: Marion Esty made a motion to approve the consent agenda as presented. Sandra Larson seconded the motion.

VOTE: Marion Esty, aye; Mayor Hobart-Hardin, aye; and Sandra Larson, aye.

The consent agenda as approved included Minutes for March 9, 2009 and Bills Paid/Payable for March/April 2009.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

- (1) Appointment by Mayor of new Budget Committee Members
Mayor Hobart-Hardin appointed Brant Dutton, Robbie McCoy, and Keith Weiss to fill the three vacancies on the Budget Committee.
- (2) Mid-Lane Community Chest Presentation

Sandy Carston, LCOG Senior and Disabled Services representative; Mary Jo Wade, President of the Mid-Lane Community Chest; Pat Coy; and Katherine Amber all spoke on behalf of the Mid-Lane Community Chest in support of the newly proposed Senior Center the City plans to develop on W.

Broadway. Currently these programs are operating out of the Tony Garcia Center which is owned by the Fern Ridge School District. The school district indicated it wants the building back. If the programs get moved to different locations throughout the community it will be more difficult to provide the services that help seniors live independently. Mary Jo Wade provided a letter of support and Pat Coy provided the Council with a list of the service groups that could be benefited by having a new senior center. They said Veneta has a great need for such a facility and the need will only be getting bigger.

Mayor Hobart-Hardin said the City is committed to the project and is in the process of moving ahead. An architect has been selected and work will begin to put together a Community Development Block Grant. The City will need to receive grant funding in order to complete the project.

Ric said the architect for the senior center will be holding a community workshop tomorrow night at City Hall to gather information from the community about their needs. Members from the Fern Ridge Service Center will tour other service centers on Thursday. He said the grant application is due in June.

b. COUNCIL/COMMITTEE LIAISONS

Mayor Hobart-Hardin (Parks) – Over 400 children participated in the Annual Easter Egg Hunt. Sandra Larson did a great job as Master of Ceremonies.

Mayor Hobart-Hardin met with other Lane County mayors on Thursday to talk about regional issues including criminal justice and Hwy 126. Veneta will host their meeting in June.

Sandra Larson (Pool Committee) – The architectural firm held a work shop with staff, the pool committee design team, and the Parks Board. She said people talked about their vision for the pool and the programs they would like to see. She said the meeting was very productive. The next workshop will be held on Wednesday, April 15, 2009.

4. STAFF REPORTS

a. COMMUNITY SERVICES DIRECTOR

- (1) Resolution 998 – A RESOLUTION ADOPTING A NEW WATER MASTER PLAN

Brian said the proposed resolution will formally adopt the final Water Master Plan.

Sandra Larson said she is still not clear about reclamation and distribution of grey water. In response, Brian said water reclamation is not part of the Water Master Plan. Ric said the Wastewater Master Plan will be the trigger to the feasibility of water reclamation. He said the Council will be hearing more about that issue in the next couple of months.

MOTION: Marion Esty made a motion to adopt Resolution 998. Sandra Larson seconded the motion which passed with a vote of 3-0.

Brian said the plan calls for immediate action for water exploration which will begin next week. He said water is one of the City's highest priorities.

b. CITY ENGINEER

(1) Wastewater Master Plan Draft

Jerry Elliott gave a power point presentation of the draft Wastewater Master Plan. He said the plan includes 13 projects phased over 20 years for a total cost of approximately \$10 million. He estimates \$282,000 is needed immediately with an additional \$3 million plus over the next 4 years.

Jerry said two new pump stations are being proposed, one on the east side of town and one in the Northeast Employment Center.

Treatment standards for the City's DEQ discharge permit must be met. He said the current plant performs very well but in the future they will need to add more processes and a higher level of treatment to meet those standards.

Jerry said some of the things that need to be done are modifications to the collection system, increasing the pump capacity, doubling the capacity of aeration and clarifiers, and upgrading the disinfection system. Jerry said the building has adequate capacity. He said there is an immediate need to upgrade air lines which currently have some leaks.

Jerry said there is a need to look at different ways to get rid of wastewater. He said the poplars are efficient but difficult to maintain and take a lot of operational hours. He said they will need to take a serious look at reuse and distribution upgrades which includes an assessment of the poplars, irrigation pump upgrades, UV capacity changes, and the feasibility of reuse and distribution. He said currently it is slightly more expensive to reuse and distribute water than to produce more water.

Jerry said he will bring the plan back to the next Council meeting for adoption.

Questions from the Council

Marion Esty suggested that new members of the Council be given a tour of the facility to get a better idea of how it works.

Mayor Hobart-Hardin said the plan mentions that after the year 2017 there will be a need to include a tertiary treatment process. She asked if it would save money to do that now rather than later.

In response, Jerry Elliott said it probably would not be cost effective now but in the year 2013 they should do a serious cost evaluation of which tertiary technology to use.

Kyle Schauer said the current wastewater plant was built in 2002 but because of growth some deficiencies have surfaced. He said the first improvements are needed to eliminate bottlenecks in the collection system. He said a different process will eventually be needed to meet capacity issues. He said the City has experienced a greater population growth than was expected when the plant was constructed.

Jerry said one of the dynamics when the current plant was designed was the requirements for the grant/loan combination. He said small communities were not allowed to overbuild.

Ric said the second piece to the Wastewater Master Plan will be the Capital Improvement Plan (CIP). He said the Systems Development Charges (SDC) will need to be revised and may increase significantly. He said it will be up the Council to decide if SDCs should cover 100% of the costs. He said increasing SDCs is difficult when you are trying to encourage people to build.

In response to a question from Sandra Larson, Ric said the current SDC was intended to cover 100% of the costs; however, with increased construction costs it needs to be recalculated.

c. FINANCE DIRECTOR

(1) Bolton Hill Road Payment Options

Finance Officer Jerri Moore presented the Council with a memorandum outlining payment options for the Bolton Hill sewer LID. One option is a loan at an interest rate yet to be established. The Oregon Revised Statutes require loans for Local Improvement Districts to be for a period of not less than 10 years but not more than 30 years. She said some of the criteria are yet to be established by the Council. A second option is to allow property owners who meet certain criteria to defer their payment until a later date. The deferral would terminate if the property were developed. She corrected information in her memo, stating there are 11 properties that may qualify. She said another option is for low income seniors to participate in a deferral program through the state.

In response to a question from Sandra Larson, Ric said the City just recently received the final costs from the County so it can determine how much will be assessed to the various properties. Brian said at the beginning of the project the property owners were notified of the estimated assessments and were given some information about the payment options.

Jerri said when the actual assessments for each property are determined; the Council will be asked to adopt an ordinance which establishes the amounts and the assessment process. After the ordinance is adopted the property owners will be mailed assessment notices and be given the opportunity to contact the City about payment options.

(2) Resolution 997 – A RESOLUTION AUTHORIZING BORROWING FUNDS TO FINANCE CONSTRUCTION AND RELATED COSTS OF THE BOLTON HILL ROAD IMPROVEMENT DISTRICT.

Jerri explained that Resolution 997 will allow the City to obtain a loan from Siuslaw Bank to repay itself for the cost of the project. The loan will be repaid from payments received for the LID assessments. She said if an owner chooses to defer their payment the City will draw from the money set aside from deferrals to make the loan payment.

MOTION: Marion Esty made a motion to adopt Resolution 997. Sandra Larson seconded the motion which passed with a vote of 3-0.

(2) Springbrook Financial Software Update

Jerri Moore said staff has been moving ahead with the software upgrade project approved by the Council on February 23, 2009. The original proposal from Springbrook has been refined by taking away some modules and adding others that will allow the City to obtain advanced technology to accommodate online payments. The changes resulted in a slight increase in the total software costs; however, the hardware costs came in less than estimated.

MOTION: Sandra Larson made a motion to authorize the City Administrator to sign the Springbrook Software License and Software Maintenance Agreements. Marion Esty seconded the motion which passed with a vote of 3-0.

d. CITY RECORDER

(1) Nuisance Enforcement at 25331 E. Hunter Road

Sheryl Hackett reported that she concurs with the earlier comments from the property owner that they have made significant progress on cleaning up their property at 25331 E. Hunter Road. Although the April 1st deadline was not met staff feels that an additional extension with regular staff follow-up would be more cost effective than having the City physically abate the remaining nuisances. Staff has tried to set goals for the property owner by identifying specific areas of the property to be cleaned up between visits.

In response to a question from Mayor Hobart-Hardin, Zac suggested directing staff to make a specific plan for the clean up and to set a deadline.

Mayor Hobart-Hardin said she agrees there needs to be a definite plan to get the property cleaned up by August or September.

Marion Esty said a lot depends on the weather but she agreed there needs to be a definite plan that staff can track.

Ms. Wymore expressed a feeling of being picked on, stating there are other properties in the area that have violations. In response, staff explained that code enforcement is done with a limited number of staff and has been on a complaint basis.

Judith Abde spoke in support of Ms. Wymore and asked the Council to be considerate of the situation.

The Council said they want the property cleaned by September 30, 2009 and asked staff to bring them an update at the end of September.

d. CITY ADMINISTRATOR
(1) Schedule of Activities

Ric provided the Council with a list of upcoming activities. He pointed out that two community design workshops are being held this week, one for the Fern Ridge Service Center and one for the Swimming Pool.

Ric said the second Council meeting in May has been cancelled.

Jerri Moore made a minor correction to the Budget meeting schedule, stating the meetings will start at 4:30, not 4:00.

5. OTHER

The Urban Renewal meeting has been postponed until April 27, 2009.

Ric announced that the contract with Lane County for the design of the downtown streets has been released. Jerry Elliott will be doing the water and wastewater designs. The only street improvement that will be done on Territorial Road is the connection at Waldo. The project will be designed for the full length of W. Broadway; however, construction will stop at the end of Fourth Street. The topography on Fifth Street makes the costs too high to be included at this time.

Ric said the City has been having some preliminary conversations with W. Broadway business owners. Lee Kelley's hardware store currently has parking for 7 to 8 vehicles in front of the store. The new design will only accommodate 4 vehicles. Mr. Kelley wants the City to do an alternate design that will allow him to keep the parking in front of the store. David Daugherty who prepared the preliminary downtown street design looked at an alternative that would realign the sidewalk and include diagonal parking in front of the store. The alternative would only result in 2 additional parking spaces so he didn't feel the benefit would outweigh the cost. If diagonal parking were constructed in front of the hardware store it would be the only portion of W. Broadway where cars would be backing out into traffic. Staff has recommended deleting the store front head-in parking to make the street more pedestrian friendly. Staff feels the current parking creates a liability for both Mr. Kelley and the City. The new design includes street parking on both Fourth Street and Waldo which is in closer proximity to the door than the parking at BiMart. The City will continue to work on providing alley access for loading.

Ric said the other issue downtown is that twenty years ago the City sold ten feet of the Fourth Street right-of-way to Yukon Jacks and they built right to the edge of the right-of-way. The street will be constructed to the edge of the right-of-way but will only allow for parallel parking on the west side of the street. Fourth Street will connect to Waldo and will have diagonal parking on the east side. Second Street also has an issue with the barber shop steps having been constructed to the edge of the right-of-way.

Ric reported that the survey of the property purchased from St Vincent DePaul has revealed that the Dairy Mart building encroaches onto the property. He said the building was constructed during the period Lane County was processing building permits.

Ric said the property owner of a vacant lot on the northeast corner of Fifth and W. Broadway has the property listed for sale. He said the public improvements on the west side of the property are subject to a future Local Improvement District. He said the new owners had purchased the property thinking they could build a house on it; however, the property is zoned commercial and the non-conforming use had been discontinued and any future use must be commercial. Ric said the City has a vacant residential lot on the corner

of Hunter Avenue and Seventh Street that has been declared surplus. If the Council approves and the property owner agrees, staff would propose holding a public hearing to allow for the property exchange. He said the City's residential lot has full street and sidewalk improvements. Water and sewer services are available.

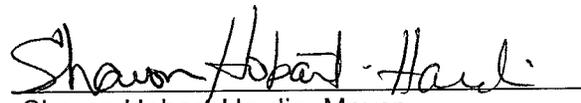
Ric said he may have some items for the Urban Renewal Agency for the second meeting this month.

The Council was asked to contact Darci as soon as possible if they plan on attending the League of Oregon Cities conference.

Zac advised the Council that the solar panels are ready for an electrical inspection and should be put into operation within the week.

6. ADJOURN

Mayor Hobart-Hardin adjourned the Council at 8:57 pm


Sharon Hobart-Hardin, Mayor

ATTEST:


Darci Henneman, Assistant City Recorder
(minutes prepared by SLHackett)